

CITY OF SPRING VALLEY

SOLICITOR/VENDOR/MOBILE FOOD VENDOR APPLICATION

CALENDAR YEAR: _____

1. Applicant's Legal Name (First, Middle Initial, Last):

2. Type Of Applicant: () Individual/Sole Proprietor

 () Corporation/LLC

 () Partnership/LLP

3. If Applicant is an individual/sole proprietor:

a. Applicant's Date Of Birth: _____

b. Applicant's Home Address: _____

Length of time at this residence: _____

Previous Address if less than 3 years at present address: _____

c. Email Address: _____

d. Applicant's Driver's License Number: _____ State: _____

e. Name of Business: _____

f. Address of Business: _____

g. Type of Business/Items to be sold: _____

4. For all other applicants, please attach a separate page identifying: names, birthdates, addresses and driver's license numbers of all shareholders, members, partners, and officers.

5. Provide the following information: name, address and phone number of Supervisor/Manager:

6. Federal Employer Identification Number: _____

7. Illinois State Tax Identification Number: _____

8. Tax Exemption Number (if any): _____
9. Have the applicant(s) ever been convicted of a felony under the laws of the state or any other state or federal law of the United States? () Yes. () No.
 If yes, please provide the name of the individual convicted, the date of conviction, the nature of the offense, the punishment assessed and whether the punishment has been completed.

10. Has the applicant ever been convicted of a violation of any provisions of Spring Valley Municipal Code Title 5 business offenses regarding solicitors/peddlers, mobile food truck vendors, or the ordinance of any other Illinois municipality regarding soliciting? () Yes () No If yes the name of the municipality in which the violation occurred.

11. The number and kind of vehicles to be used: _____
 License plate number(s): _____
12. The Applicant must also agree to submit to background checks including photo and fingerprint identification conducted by the Spring Valley Police Department
13. The application must be accompanied by a bond in the penal sum of one thousand dollars (\$1,000) to the city, such bond to be executed by good and sufficient sureties to be approved by the city clerk, and to be conditioned that all goods, wares and merchandise will be as represented (section 3 G of the ordinance)
14. The application must be accompanied by proof of general liability insurance in the amount of not less than \$500,000 to be provided by any peddler, itinerant merchant/vendor, street vendor, mobile food vendor and registered solicitor. Any solicitor seeking to obtain gifts or contributions of money, clothing, or any other valuable thing for the support or benefit of any charitable or not for profit association, organization, corporation, or project shall not be required to provide proof of liability insurance. (Section 3 H of the ordinance)
MOBILE FOOD TRUCK APPLICATIONS-additional requirements
15. Mobile Food Truck: Please provide a description along with a photo of the Mobile Food Truck to be used:

16. Mobile Food Truck: Please provide a description of the goods to be sold along with a proposed menu.

17. The Applicant must have a valid Bureau County Health Department Food License and provide a copy of the license with the application.

18. Proof of Registration as a business entity with the Secretary of State, if applicable.

19. Does the Applicant have a current General Liability Insurance Policy covering the Mobile Food Truck and the activities to be conducted thereon providing liability coverage of not less the \$500,000.00 and that provides notice to the City of Spring Valley in the event of cancellation?

Yes. Provide a copy of said policy with the Application.

No.

20. Does the Applicant have Commercial Vehicle Insurance coverage?

Yes. Provide written proof of insurance with the Application.

No.

21. Proposed location, period of time for which the certificate is applied, and hours of operation:

22. All approved applicants must pay a yearly registration fee of \$100 payable to the City Clerk. Any applicant, who maintains a physical location (e.g., office, store, service center) within the corporate limits of the City of Spring Valley for a term of at least 12 months, shall be exempt from the \$100 annual registration fee. The City of Spring Valley will refund to any charitable, religious or not for profit association, organization, or project that completes its solicitation without violating any of the provisions of this ordinance.

I hereby affirm that, to the best of my knowledge, all answers and information given in this Application are true and correct.

APPLICANT SIGNATURE

DATE

MOBILE FOOD VENDOR CHECKLIST FOR APPLICATION SUBMISSION – PLEASE
PROVIDE THE FOLLOWING WITH THE APPLICATION

_____ COMMERCIAL LIABILITY INSURANCE

_____ COPY OF MOBILE FOOD VENDOR UNIT LICENSE FROM ILLINOIS DEPARTMENT OF PUBLIC
HEALTH AND/OR BUREAU COUNTY HEALTH DEPARTMENT

_____ ILLINOIS DEPT OF PUBLIC HEALTH FOOD HANDLERS LICENSE FOR EACH EMPLOYEE

_____ COPY OF ILLINOIS REGISTRATION FOR THE MOBILE FOOD VENDOR UNIT, VEHICLE, OR
TRAILER

_____ PHOTO OF FOOD TRUCK

_____ COPY OF MENU

_____ LOCATION AND SITE OF SET-UP

_____ HOURS OF OPERATION

_____ BACKGROUND CHECK/FINGERPRINTING – AFTER REVIEW BY SVPD

_____ VEHICLE INSPECTION – AFTER REVIEW BY SVFD

_____ FRANCHISE NUMBER – IF APPLICABLE

_____ FRANCHISE FEE - \$100.00 ANNUALLY – AFTER CITY COUNCIL APPROVAL

_____ WRITTEN STATEMENT FROM OWNER OF ANY PRIVATE BUSINESS PROPERTY, |
AUTHORIZING APPLICANT USE OF PROPERTY

OFFICE USE ONLY

_____ DATE APPROVED/DENIED

_____ PERMIT NUMBER

_____ EXPIRATION DATE

_____ COPY TO CITY CLERK'S OFFICE